

Auditor

Auditor IV

Agency Name:	Dept. of Public Utilities
Official Title:	Auditor IV
Functional Title:	Auditor
Occupational Group:	Budget & Accounting
Position Type:	Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$52,831.48 to \$76,168.56 Annually
Bargaining Unit:	06
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Boston
Region:	BOSTON
Facility Location:	One South Station, Boston, MA 02110
Application Deadline:	07-12-2012
Apply Online:	No
Posting ID:	J30937

This position is funded from trust funds collected from various sources.

Duties:

Incumbent analyzes financial reports, documents and records; audits financial records of utility companies; prepares various reports; performs audit control functions; provides technical assistance to agency staff and public and private agencies and companies; develops information requests; cross examines expert witnesses during hearings; drafts memoranda and policy recommendations; writes sections of DPU orders; and performs related work as required.

The basic purpose of this work is to establish financial controls and monitor financial and related documents.

Major work contacts are with state, federal, utility employees, people involved with cases before the department and the general public.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) one year must have been in supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*

II. A Graduate degree with a major in accounting, business administration, or business management may be substitute for a maximum of two years of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required (A) experience. No substitution will be allowed for the required (B) experience.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license may be required.

Preferred Qualifications:

Strong analytical skills are essential, excellent computer, oral and written communication skills are necessary and must be demonstrated.

Comments:

This is a Civil Service position.

Salary is commensurate with experience.

The successful candidate may be required to attend a two-week course in public utility regulation held out of state.

How To Apply:

Please send resume and cover letter by 5:00 p.m. on the deadline date to:

Kate McKeever

Chief of Staff

Department of Public Utilities

One South Station

Boston, MA 02110

Please reference the Job Posting number J30937 when applying. Do not fax or e-mail applications.

Agency Web Address:

www.mass.gov/dpu

Diversity Officer:

Ms. Kate McKeever, (617) 305-3736

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.